

Division of Earth, Life & Natural Sciences

Biology Department

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

# BIOL 2102: Anatomy and Physiology II Lab - #20103

Spring 2021 | 16 Weeks (1.19.2020-5.16.2021)

Virtual (fully online) until March 18th |

Central Campus Room 316 | Thursday 3:00 pm-5:50 pm

1 Credit Hour | 48 hours per semester

**\*\*Note: Science lab classes including lab sections of 2102 offered at HCC (and other workforce classes) MAY return to campus after SPRING BREAK for face-to-face lab instruction.**

## Instructor Contact Information

Instructor: Stephen Henry, Ph.D. Office Phone: 713-718-6861(use email)

Office: Central SJAC, Room 215 (222.11) Office Hours: use email to schedule

HCC Email: stephen.henry@hccs.edu

Please use CANVAS email instead Office Location: Virtual until 3/18

Please feel free to contact me concerning any problems that you are experiencing in this course with your CANVAS email. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

Please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. You may also email me directly at my HCC email address listed above using your HCC student email account (the one that starts with W followed by your student number). I cannot respond to emails from personal accounts such as gmail, hotmail, AOL, etc. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

## What’s Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the heart works? Are you male or female? What makes you male or female? How does your blood flow? How do you breathe? How do your kidneys eliminate waste? The course will look at how and why the body works the way it does. What happens? Anatomy and physiology is the study of life and living organisms. But what exactly does being ALIVE mean? What qualities make one a living organism? How do we stay alive? What processes help us stay alive? We will understand that Anatomy and Physiology are the opposite sides of the same biological coin.  **Anatomy**, provides a map of how a body is put together, human or animals.  **Physiology** is the instruction manual that explains how this miraculous machine works.

The information in this course will enable you to understand the life and living plus diseases and effects, as well as develop new habits to increase your personal success. You will use what you learn in this course; your knowledge will come in handy later in the course of your professional career.

## My Personal Welcome

Welcome to Anatomy and Physiology—I’m delighted that you have chosen this course! I am very passionate about the human body and how it works, and I can hardly wait to pass that knowledge and passion on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I’m available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of the subject matter and its relationship to illnesses and health. So please visit me or contact me by email whenever you have a question

**Lab-Based Courses**

The spring semester will begin remotely for the first eight weeks until March 18th. All classes will meet online through Canvas Conference/WebEx and/or pre-recorded materials at the time stated in your class registration and syllabus. Online attendance will be taken to confirm attendance. **In-person instructio**n or **face-to-face** classes is MAY begin after Spring Break during the week of March 22, 2021. Facilities will re-open to students, faculty and staff participating in these courses.

* In-person class sizes will be restricted to no more than nine students per class.
* Everyone will be required to follow safety protocols while on campus, including wearing face coverings and passing individual screenings.

## Prerequisites and/or Co-Requisites

**Prerequisite: Anatomy and Physiology II requires**

Anatomy and Physiology I (Biol. 2301 & 2101)

**Pre/Corequisite**- BIOL 2302

If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. Please carefully read the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## Canvas Learning Management System

All Biology sections utilize [Canvas](file:///C%3A%5CUsers%5CMatt%20Webster%5CAppData%5CLocal%5CTemp%5CCanvas) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

## Open Lab Locations

[HCCS Open Computer Lab locations](https://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement--development/open-lab-schedule/) may be used to access the Internet and Canvas. **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER**.

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

## Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

**You only need a digital lab manual for this course**

**That you have already paid for when you registered.**

**Please click on First Day (Course Materials) on the left side bar to get your electronic lab manual. You will not pay for an access code, it is included with course registration.**



**Human Anatomy & Physiology 2 Lab Manual, edited By Jyoti Wagle, Ph. D. & Renu Jain, Ph. D., 6th Edition, 2020, Hayden-McNeil Publishers**

**This Vital Source ebook/e-lab manual includes digital Lab Reports which are required for this course since we are teaching online or virtually**

**ELECTRONIC RESOURCES FOR EXAMS**

To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Respondus Lockdown Browser with Webcam for all exams.**

You need a desktop or a Laptop with a webcam for your exams. Some tablets with a front facing cameral like iPad are compatible.

**Smartphones and Chromebooks will not work with Respondus lockdown browser/monitor**

**Suggested Resources**



### HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](https://iied21.hccs.edu/JyotiW/BiologyLabs/index.html)

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

BIOL. 2102 is a Continuation of BIOL 2101 including the study of circulatory, respiratory, digestive, excretory, reproductive and endocrine systems. It is a Core Curriculum Course.

This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

## [Core Curriculum Objectives (CCOs)](https://www.hccs.edu/programs/catalog/academic-information/)

BIOL. 2102 & 2302 satisfies the Life science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

* ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
* ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
* ***Quantitative and Empirical Literacy***: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
* ***Social Responsibility***: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

## Program Student Learning Outcomes (PSLOs)

## Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.

## Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).

## Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.

## Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

## Course Student Learning Outcomes (CSLOs)

BIOL 2102 Anatomy & Physiology II (lab) The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.

2. Locate and identify anatomical structures.

3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

4. Work collaboratively to perform experiments.

5. Demonstrate the steps involved in the scientific method.

6. Communicate results of scientific investigations, analyze data and formulate conclusions.

7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

## Learning Objectives

1) Consistently able to demonstrate part to function relationship and the interaction of the circulatory, lymphatic and immune systems without the instructor’s help.

2) Consistently able to demonstrate understanding and application of hormonal control on homeostasis without the instructor’s help.

3) Consistently able to demonstrate part to function relationship and the interaction of the respiratory/urinary systems with the cardiovascular system without the instructor’s help.

4) Consistently able to demonstrate part to function relationship involving the digestive system and its correlation with metabolism without the instructor’s help.

5) Consistently able to demonstrate interactions of parts to functions involving the reproductive system without the instructor’s help.

6) Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.

7) Consistently uses online tools to prepare for class, always ready for classroom discussions and instructor’s Q&A sessions, completes all online quizzes prior to due dates.

# Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the Lab book
* Attending class in person and/or online
* Timely completion of assignments
* Participating in class activities
* Successful exam performance

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the Lab book
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

## Lab Practical (4)

Four lab practical quizzes will be taken during the semester. If we return to campus after Spring Break, then the remaining lab practicals will be physically taken at the Central campus with lab equipment, models, manikin, etc. on Thursday between 3:00pm-5:50pm. At the very least, the lab activities for the first 8 weeks will be online or virtual. If we do not return for the remainder of the semester, then all 4 lab practicals will be taken virtually or online on a Thursday between 3:00 PM –5:50 PM. The lab practicals are worth 75% of your total course grade. Your lowest lab practical or absent lab practical will be dropped, so the highest 3 lab practical quiz grades will be calculated for the course lab practical grade.

## Lab Manual lab reports with electronic lab manual Hayden-McNeil

Lab exercises and lab reports will be completed with online worksheets in your online Hayden-McNeil lab manual that is available on your Vital Source Bookshelf. Pre-lab activities and lab reports are worth 15% of your total course grade.

## PowerPoint Project on a Genetic disease affecting an organ

At the end of the semester, students will chose a disease affected by one of the organs studied during lab and generate a 6 slide PowerPoint presentation. Rubric and instructions will be available toward the end of the semester. This short PowerPoint is worth 8% of your total course grade.

## Grading Formula

**Syllabus quiz:** The syllabus quiz is ‘open book’ or ‘open computer tab’. You will not be required to use Respondus lockdown monitor for the syllabus quiz worth **1%** of your course grade.

**Respondus practice quiz:** The Respondus quiz is needed so that you can download the Respondus lockdown and monitor software to your computer. This software is required to take your “virtual” online quizzes and exams in this course. It is worth **1%** of your total grade

**Lab practicals**: Four lab practicals (drop lowest one or absent one) worth **75%** of your total grades, so each lab practical is worth 25% (75/3=25).

**NO MAKEUPS** for the lab practicals. If you miss a virtual or ‘in person’ lab practical that is counted as a zero. Unstable or spotty WiFi or failure to engage Respondus lockdown browser and webcam is not an acceptable excuse and does not warrant a makeup.

**Lab manual online handouts:**  The written part of your lab manual notebook will be done “virtually” or online with material available in Canvas. Lab reports and exercises will be assigned. These lab handouts are **15%** of your total course grade.

**PowerPoint project on organ disease:** This short PowerPoint presentation is worth **8%** of your total course grade.

**No make-ups for Lab practicals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | Number  | **Percent** |
| Syllabus Quiz | Three attempts | 1 | 1% |
| Respondus practice quiz | Verify your technology requirements | 1 | 1% |
| Lab Practical (3) | Held at campus, unless pandemic | 1 | 75% |
| Lab Manual sheets | Electron lab Hayden-McNeil | Multiple reports | 15% |
| PowerPoint Project | Due at the end of semester | 1 presentation | 8% |
| Total: |  | 100% |

### Incomplete Policy:

In this course, the purposes of the “I” (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an “F.” An incomplete “I” grade will be given only if all of the following conditions are met:

* You have earned at least 85% of the available points by the date that the “I” grade is requested.
* You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
* You must be passing with a grade of “C” or better.
* You must request the incomplete in writing BEFORE **4/29/2021**
* In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

### HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

|  |  |
| --- | --- |
| **Week/Date** | **HAYDEN MCNEIL** |
| 1. Jan 21 | Lab 1: Safety and Procedures Lab 2: Human Body Organization & Terminology |
| 2. Jan 28 | Lab 3: Review of Microscope & TissueLab 4: The Endocrine System |
| 3. Feb 4 | Lab 4: The Endocrine System- continuedLab 5: The Blood  |
| 4. Feb 11 | **LAB PRACTICAL QUIZ#1** |
| 5. Feb 18 | Lab 5: The Blood- continuedLab 6: The Heart |
| 6. Feb 25 | Lab 6: The Heart- continuedLab 7- Electrocardiography |
| 7. Mar **11** | **LAB PRACTICAL QUIZ#2 (date change due to power outages caused by Storm Uri)** |
| 8. Mar 11 | Lab 8: Blood Vessels |
| 9. Mar 18 | **Spring Break** |
| 10. Mar 25 | Lab 9: Lymphatic systemLab 10: The Respiratory System |
| 11. Apr 1 | Lab 11: Urinary SystemLab 12: Urinalysis  |
| 12. Apr **15** | **LAB PRACTICAL QUIZ#3 (date change due to power outages caused by Storm Uri)** |
| 13. Apr 15 | Lab 13: The Digestive System |
| 14. Apr 22 | Lab 13: The Digestive System- continuedLab 14: The Male Reproductive System |
| 15. Apr 29 | Female Reproduction |
| 16. May 6 | **ORAL PRESENTATION** |
| Final WeekMay 13 | **LAB PRACTICAL QUIZ#4****This quiz is not cumulative -only covers Digestive/Reproduction.** |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

* **The Instructor DOES NOT have to announce/tell you of upcoming assignments in person.** This is a college course and you must keep yourself informed by keeping up with your canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.
* **Instructor’s Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, then the ‘I’ will convert to an ‘F.’

## Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the HCC's Policy on Academic Honesty, found in the student handbook. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by HCC officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:

* **Talking or suspicious eye movement in the Respondus monitor as I review video footage of students taking exams with Respondus monitor.**
* Copying from another students’ test paper;
* Using materials not authorized by the person giving the test;
* Collaborating with another student during a test without authorization;
* Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
* Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit. **Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. Scholastic dishonesty may result in a referral to the Dean of Student Services.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Class attendance will be checked periodically, since this is not a fully online 100% course, and you have been assigned a specific course time when you registered for this class.

**Our 4 lab practicals will be taken during the time window stated on your registration (Thursday between 3:00 pm - 5:50 pm).** Although it is your responsibility to drop a course for non-attendance, the instructor has the authority to drop you for excessive absences or assign you the grade of **FX** at the end of the semester. A student will be dropped from a course after the student has accumulated absences in excess of 12.5% of the hours of instruction. You may decide not to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class (except when an exam is being administered). However, if this happens too many times, you may suddenly find that you have “lost” the class.

Withdrawal from the course after the **official day of record** of **2/1/21** will result in a final grade of “W” on the student transcript and no credit will be awarded. It is the student’s responsibility to initiate and complete a request for withdrawal from any course. Students will be required to formally request a withdrawal prior to the administrative **Withdrawal date deadline** of **4/6/2021**. Abandoning the course or failing to formally drop or withdraw will result in a grade being given based on the work completed for the entire course (including missed exams).>>

## Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

## Instructor’s Course-Specific Information

If we do not return to classes on October 5th, then all virtual online lab practicals will require Respondus Lockdown browser and Monitor as described in **Electronic Devices** below. If we return to campus on October 5th, the lab practicals will use physical lab equipment, models, manikins, and other lab materials. This lab practical will be administered as a paper test on Thursday between 3:00 pm - 5:50 pm at the HCC Central Campus Room 316 in the Learning Hub. In other words, the lab portion of this course will not remain virtual, if we return to the HCC physical campuses in October.

## Electronic Devices

**MINIMUM TECHNOLOGY to take our ONLINE BIOLOGY QUIZZES.**

To take our multiple test exams in the Biology Department, you must have a laptop, tablet, or desktop computer with a front facing webcam.   **You cannot take exams with only a cellular phone or a Chromebook.**

HCC online proctoring is maintained by the Respondus lockdown browser/monitor.

**Respondus software is free to students and is used to preserve exam security, since none of our exams are proctored face-to-face until October 5th.**

At the end of the Start Here Module in Canvas shell, you will be required to take a**Practice Respondus browser/monitor quiz** to ensure that you have downloaded the lockdown browser to your computer and confirm that your webcam is working properly to take our exams.

Instructions on Respondus lockdown browser/monitor software are provided by the link below that leads to an HCC EduTube 5 minute video explaining the purpose of Respondus lockdown browser/monitor software.

[https://edutube.hccs.edu/media/Respondus+Lockdown+Browser+and+Monitor+with+Installation+Instructions/0\_ov3on0rq](https://edutube.hccs.edu/media/Respondus%2BLockdown%2BBrowser%2Band%2BMonitor%2Bwith%2BInstallation%2BInstructions/0_ov3on0rq)

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course.

* **Wi-Fi signal troubles**

Even if your computer crashes, you are still responsible for meeting the course deadlines. Please do not wait until an hour before a deadline closes.   A spotty Wi-Fi signal is**not** an excuse for late assignments or missing a testing deadline.

# [Biology Program Information](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

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**Have a GREAT SEMESTER and please remember to see me if any questions arise.**